

**City of Sunnyvale**  
**Program Performance Budget**

**Program 784 - Insurances, Retirement, and Incentives**

**Program Outcome Statement**

To provide a comprehensive package of employee benefits through self-funded or fully insured plans in a manner consistent with sound fiscal management.

Provide employee benefits in accordance with requirements of negotiated agreements.

**Program Notes**

**City of Sunnyvale**  
**Program Performance Budget**

**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78401 - Employee Insurances and Retirement Plans**

**SDP Outcome Statement**

Manage employee insurances and retirement plans in accordance with City policies.

<b><u>SDP Outcome Measures</u></b>	<b><u>2002/2003 Budget</u></b>	<b><u>2002/2003 Achieved</u></b>	<b><u>2003/2004 Current</u></b>	<b><u>2004/2005 Budget</u></b>	<b><u>2005/2006 Budget</u></b>
♦ The cost of employee insurances and retirement plans as a percent of payroll for regular employees.					
- Percent	44.00%	34.40%	46.00%	47.09%	51.13%
- Regular Full Time Salaries	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,713,391.04	\$ 66,935,181.49
- Regular Part Time Salaries	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,056,679.17	\$ 2,110,840.76
♦ The cost of employee insurances and retirement plans as a percent of total payroll.					
- Percent	22.00%	27.00%	22.00%	42.55%	46.22%
- Total Payroll	\$ 0.00	\$ 0.00	\$ 0.00	\$ 73,898,467.92	\$ 76,378,635.35

**SDP Notes**

**City of Sunnyvale**  
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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78401 - Employee Insurances and Retirement Plans**

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Budget</u>	<u>2005/2006 Budget</u>
<b>Task 784000, 784001, 784002, 784003 - Administer Employee Insurances</b>					
Unit: An Average Number of Regular Employees					
Costs:	9,782,533.81	10,223,015.03	11,118,046.10	13,047,800.66	14,395,409.96
Units:	926.00	0.00	926.00	966.00	966.00
Work Hours:	450.00	104.00	450.00	200.00	200.00
Unit Cost:	10,564.29	0.00	12,006.53	13,507.04	14,902.08
 <b>Task 784070 - Administer Employee Retirement Funds</b>					
Unit: Average Number of Regular Employees					
Costs:	6,778,250.00	8,478,747.66	11,150,902.00	18,396,305.54	20,905,053.85
Units:	0.00	0.00	0.00	966.00	966.00
Work Hours:	0.00	0.00	0.00	50.00	50.00
Unit Cost:	0.00	0.00	0.00	19,043.79	21,640.84
 <b>Totals for Objective 78401 - Employee Insurances and Retirement Plans</b>					
<b>Costs:</b>	<b>16,560,783.81</b>	<b>18,701,762.69</b>	<b>22,268,948.10</b>	<b>31,444,106.20</b>	<b>35,300,463.81</b>
<b>Work Hours:</b>	<b>450.00</b>	<b>104.00</b>	<b>450.00</b>	<b>250.00</b>	<b>250.00</b>

**City of Sunnyvale**  
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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78403 - Provide Employee Incentives**

**SDP Outcome Statement**

Provide employee incentives for improved performance in accordance with City policies.

<b><u>SDP Outcome Measures</u></b>	<b><u>2002/2003 Budget</u></b>	<b><u>2002/2003 Achieved</u></b>	<b><u>2003/2004 Current</u></b>	<b><u>2004/2005 Budget</u></b>	<b><u>2005/2006 Budget</u></b>
♦ Number and percent of employees given awards for suggestions. [DELETED]					
- Number	25.00	37.00	25.00	0.00	0.00
- Percent	3.30%	4.00%	3.30%	0.00%	0.00%
♦ Number and percent of employees given service awards. [DELETED]					
- Number	120.00	0.00	120.00	0.00	0.00
- Percent	10.00%	0.00%	10.00%	0.00%	0.00%
♦ The number of donors and amount of donations in any community support campaign is maintained from the previous year. [DELETED]					
- Donations	\$ 69,314.00	\$ 67,314.00	\$ 69,314.00	\$ 0.00	\$ 0.00
- Number of Donations	479.00	252.00	479.00	0.00	0.00

**SDP Notes**

1. This SDP has been moved to Program 753 - Personnel Services for the FY 2004/05 budget.

**City of Sunnyvale**  
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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78403 - Provide Employee Incentives**

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Budget</u>	<u>2005/2006 Budget</u>
<b>Task 784020, 784021, 784022, 784023 - Administer Employee Incentives [DELETED]</b>					
Unit: Number of Employees					
Costs:	572,227.16	468,548.88	82,198.46	0.00	0.00
Units:	145.00	0.00	145.00	0.00	0.00
Work Hours:	1,020.00	64.10	1,020.00	0.00	0.00
Unit Cost:	3,946.39	0.00	566.89	0.00	0.00
 <b>Totals for Objective 78403 - Provide Employee Incentives</b>					
<b>Costs:</b>	<b>572,227.16</b>	<b>468,548.88</b>	<b>82,198.46</b>	<b>0.00</b>	<b>0.00</b>
<b>Work Hours:</b>	<b>1,020.00</b>	<b>64.10</b>	<b>1,020.00</b>	<b>0.00</b>	<b>0.00</b>

**City of Sunnyvale**  
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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78404 - Pay and Benefits Administration**

**SDP Outcome Statement**

Administer pay and benefits.

<b><u>SDP Outcome Measures</u></b>	<b><u>2002/2003 Budget</u></b>	<b><u>2002/2003 Achieved</u></b>	<b><u>2003/2004 Current</u></b>	<b><u>2004/2005 Budget</u></b>	<b><u>2005/2006 Budget</u></b>
♦ Number and percent of informational items on pay and benefits prepared for and distributed to employees as scheduled.					
- Number	40.00	26.00	40.00	26.00	26.00
- Percent	100.00%	65.00%	100.00%	100.00%	100.00%
♦ Number and percent of employee pay and benefit changes which are made correctly.					
- Number	4,000.00	9,313.00	4,000.00	7,000.00	7,000.00
- Percent	99.00%	99.40%	99.00%	99.00%	99.00%

**SDP Notes**

**City of Sunnyvale**  
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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78404 - Pay and Benefits Administration**

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Budget</u>	<u>2005/2006 Budget</u>
<b>Task 784030, 784031, 784032, 784033, 784034, 784036, 784037, 784038, 784039, 784731, 784732, 784733, 784734, 784735 - Administer Pay and Benefits System</b>					
Unit: Average Number of Regular Employees					
Costs:	384,417.50	406,406.92	398,372.23	897,863.37	953,889.67
Units:	1,000.00	7,092.00	1,000.00	966.00	966.00
Work Hours:	6,670.00	7,296.65	6,670.00	6,180.00	6,180.00
Unit Cost:	384.42	57.30	398.37	929.47	987.46
 <b>Task 784150 - Client Consultation</b>					
Unit: Work Hour					
Costs:	0.00	0.00	0.00	7,109.08	7,463.73
Units:	0.00	0.00	0.00	100.00	100.00
Work Hours:	0.00	0.00	0.00	100.00	100.00
Unit Cost:	0.00	0.00	0.00	71.09	74.64
 <b>Task 784160 - Research, Analyze, and Implement Legislation</b>					
Unit: Legislation Reviewed					
Costs:	0.00	0.00	0.00	1,307.20	1,372.45
Units:	0.00	0.00	0.00	4.00	4.00
Work Hours:	0.00	0.00	0.00	20.00	20.00
Unit Cost:	0.00	0.00	0.00	326.80	343.11
 <b>Totals for Objective 78404 - Pay and Benefits Administration</b>					
<b>Costs:</b>	<b>384,417.50</b>	<b>406,406.92</b>	<b>398,372.23</b>	<b>906,279.65</b>	<b>962,725.85</b>
<b>Work Hours:</b>	<b>6,670.00</b>	<b>7,296.65</b>	<b>6,670.00</b>	<b>6,300.00</b>	<b>6,300.00</b>

**City of Sunnyvale**  
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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78405 - Program Administration and Support**

**SDP Outcome Statement**

Perform administrative and support services.

**SDP Notes**



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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78405 - Program Administration and Support**

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Budget</u>	<u>2005/2006 Budget</u>
<b>Task 784050 - Provide Administration</b>					
Unit: A Work Hour					
Costs:	48,180.00	21,473.24	49,831.51	79,927.32	83,893.78
Units:	676.00	223.80	676.00	950.00	950.00
Work Hours:	676.00	223.80	676.00	950.00	950.00
Unit Cost:	71.27	95.95	73.72	84.13	88.31
 <b>Task 784060, 784061, 784062, 784063, 784064, 784065 - Support Services</b>					
Unit: A Work Hour					
Costs:	59,955.98	120,049.26	45,275.68	59,585.20	61,831.01
Units:	100.00	1,561.00	100.00	700.00	700.00
Work Hours:	100.00	1,561.00	100.00	700.00	700.00
Unit Cost:	599.56	76.91	452.76	85.12	88.33
 <b>Task 784080 - Records Management</b>					
Unit: A Work Hour					
Costs:	0.00	0.00	0.00	14,620.73	15,353.14
Units:	0.00	0.00	0.00	370.00	370.00
Work Hours:	0.00	0.00	0.00	370.00	370.00
Unit Cost:	0.00	0.00	0.00	39.52	41.49
 <b>Totals for Objective 78405 - Program Administration and Support</b>					
<b>Costs:</b>	<b>108,135.98</b>	<b>141,522.50</b>	<b>95,107.19</b>	<b>154,133.25</b>	<b>161,077.93</b>
<b>Work Hours:</b>	<b>776.00</b>	<b>1,784.80</b>	<b>776.00</b>	<b>2,020.00</b>	<b>2,020.00</b>

**City of Sunnyvale**  
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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78406 - Employee Development**

**SDP Outcome Statement**

Provide organizational development and job enrichment for employees consistent with identified needs as documented in an organizational development plan.

<b><u>SDP Outcome Measures</u></b>	<b><u>2002/2003 Budget</u></b>	<b><u>2002/2003 Achieved</u></b>	<b><u>2003/2004 Current</u></b>	<b><u>2004/2005 Budget</u></b>	<b><u>2005/2006 Budget</u></b>
♦ Number and percent of training workshops listed on the approved fiscal year management organizational development training schedule that were accomplished. [DELETED]					
- Number	140.00	68.00	140.00	0.00	0.00
- Percent	100.00%	100.00%	100.00%	0.00%	0.00%
♦ Number and percent of individuals who rate training received as being "satisfactory" or higher. [DELETED]					
- Number	1,350.00	0.00	1,350.00	0.00	0.00
- Percent	95.00%	0.00%	95.00%	0.00%	0.00%

**SDP Notes**

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**Program 784 - Insurances, Retirement, and Incentives**

**Objective 78406 - Employee Development**

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Budget</u>	<u>2005/2006 Budget</u>
<b>Task 784100 - Provide Employee Development [DELETED]</b>					
Unit: A Participant Hour					
Costs:	354,705.01	99,292.06	235,775.92	0.00	0.00
Units:	2,800.00	0.00	2,800.00	0.00	0.00
Work Hours:	3,800.00	446.50	2,875.00	0.00	0.00
Unit Cost:	126.68	0.00	84.21	0.00	0.00
<b>Totals for Objective 78406 - Employee Development</b>					
<b>Costs:</b>	<b>354,705.01</b>	<b>99,292.06</b>	<b>235,775.92</b>	<b>0.00</b>	<b>0.00</b>
<b>Work Hours:</b>	<b>3,800.00</b>	<b>446.50</b>	<b>2,875.00</b>	<b>0.00</b>	<b>0.00</b>

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**Program 784 - Insurances, Retirement, and Incentives**

**Totals for Program 784**

<b>Costs:</b>	<b>17,980,269.46</b>	<b>19,817,533.05</b>	<b>23,080,401.90</b>	<b>32,504,519.10</b>	<b>36,424,267.59</b>
<b>Work Hours:</b>	<b>12,716.00</b>	<b>9,696.05</b>	<b>11,791.00</b>	<b>8,570.00</b>	<b>8,570.00</b>